

# FOOD PROGRAM Memo



NOVEMBER 2019

The October claim payment will be deposited or checks sent by November 29<sup>th</sup>.

## CACFP.NET PROGRAM

We have finished processing our 1<sup>st</sup> claim in the new software system! A huge thanks to all of you as well as all of the 4-C CACFP staff for the making this transition a success. We really appreciate all the feedback we've been getting from providers, such as:



- ✓ I'm finding this program is MUCH easier to use and so far, it's easier and quicker for me to keep up.
- ✓ The new online CACFP takes me half the time vs. the old online claiming program. I'm glad that you switched it because this new one is so much easier!
- ✓ Love the new program – we can see on right side what we missed on regular menus and go back and correct it.
- ✓ It always takes a while with new programs. Thank you for all you do with getting everything ready for us.
- ✓ Was doing paper – glad I switched – good time to do this because we would have new menus to deal with anyway.

So far we've had 7 providers switch from paper claiming to online with the new CACFP.net program. If you're interested in switching over – let us know!

## OCTOBER CLAIMS

The October claims looked good – a few errors here and there, which is typical of any claim. There was one error that popped up the most – missing some components for infants. In most cases, components for some of the infant meals had been recorded, but others in the same day had not.

To find a **summary of your October Claim** (including errors and reimbursement amount):

- If you are a paper claimer, this will be sent in the mail.
- If you are an online claimer – once logged in to the system, click on "My CACFP info" – choose "summaries of processed claims" from the drop down list – pick the month/year – then click on "display" report.

You will notice that the error reports in the new system look very different from Minute Menu. If you have any questions, please reach out to us in the 4-C CACFP office and we would be happy to answer any questions!



## GENERAL CLAIM REMINDERS

**ENROLLMENTS:** When enrolling a new infant, the Formula Agreement Form needs to be filled out in addition to the enrollment form. Contact the 4-C CACFP office to have one sent to you. You can also find it on the 4-C website: <https://bit.ly/2QwDiBy>.

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*This institution is an equal opportunity provider.*

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## ONLINE CLAIMS

- For **infants** - please remember to scroll down in your menu screen to enter the infant components below the regular meal components. When you are entering in your attendance/meal counts – any infants enrolled are highlighted in green, reminding you to enter in separate infant components.
- As always – we strongly recommend you **look over your entire claim before submitting** it to the office to make sure everything is entered in correctly. When you are on the home screen and can see the calendar, click on the “print worksheet for the week of” for each week to verify all components have been entered and that a Whole Grain Rich item has been designated each day.
- You will notice that once you officially submit your claim, that month will disappear from the calendar on your home screen. In order to see your menus and meal count details for a month that has been submitted – click on “My CACFP info” – choose “claim worksheets” – then choose a month/year.

## PAPER CLAIMS

- For **infant menus** – when recording breastmilk or formula, you simply need to fill in the “b” or “f” circle – no need to write out the words as well.
- Remember to **designate all of your Whole Grain or Whole Grain Rich items** on your paper menu by noting “WG” or “WGR” (or something similar to this) next to the item.

## RECIPES

Have you checked out the USDA Child Nutrition Recipe Box? There are recipes for family child care homes that meet the CACFP meal requirements. Below is an example of one of their recipes – check out the rest at: <https://theicn.org/cnrb/recipes-for-child-care/recipes-for-homes/>.

### Confetti Soup

#### INGREDIENTS:

- 1 ¾ tsp Canola oil
- ¾ cup Fresh onions, peeled, diced
- ¾ cup Fresh celery, diced
- ¾ cup Fresh carrots, peeled, diced
- 1/2 tsp Salt
- 1/2 tsp Ground black pepper
- 1/4 tsp Whole fennel seed
- 1/8 tsp Crushed red pepper (optional)
- 1 ½ cups Canned low-sodium black-eyed peas, drained, rinsed
- 3 ½ cups Water
- 1 cup Extra-lean turkey ham, diced ¼” (6 oz)
- 1/3 cup Fresh kale, coarsely chopped
- 1 ½ Tbsp Fresh parsley, chopped

#### DIRECTIONS:

1. In a large pot, heat oil over medium-high heat. Add onions and celery. Cook for 2-3 minutes or until tender. Add carrots, salt, pepper, fennel seed, and optional crushed red pepper. Cook for an additional 2-3 minutes.
2. Add black-eyed peas and water. Cook uncovered for 25 minutes over medium heat.
3. Add turkey ham and kale. Cook covered for an additional 10 minutes over medium heat until kale is tender.
4. Add parsley right before serving. Serve hot.



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## FOOD PROGRAM STAFF

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